

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 50 Positions Within 12 Classifications – Patient Support Clerical

PRIORITY: Rank 9 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Patient Support – Clerical – the positions listed below are critical to provide support to patient services departments and staff. These individuals open and close patient accounts, ensure proper billing paperwork is prepared, in process patients, complete necessary paperwork. In addition, they provide doctor ordered 1:1 patient observation to ensure safety of patients, etc. Currently Public Service Employees are conducting these duties.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 1,394,525	\$ 1,533,978

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.5	Clerk III	124,575
0.5	Chief Clerk	22,460
18.25	Clerk II	605,637
2.0	Fiscal Clerk III	82,006
1.0	Clerk IV	39,630
3.0	Medical Transcriber	123,009
1.0	Medical Transcriber Supervisor	44,559
0.5	Public Information Clerk	16,542
2.5	Secretary I	112,440
2.0	Staff Analyst II	126,505
2.0	Utilization Review Technician	80,303
0.5	Fiscal Clerk I	16,859

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 1,394,525 \$ 1,533,978

REVENUE (specify source)

Patient Services 1,394,525 1,533,978

Total: \$ 1,394,525 \$ 1,533,978

LOCAL COST \$ 0 \$ 0